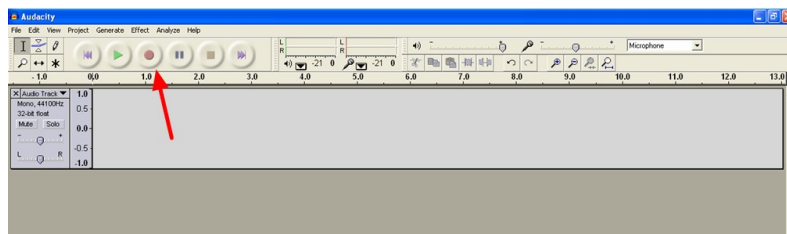


Audacity and Podcasting

Audacity

Installed as part of the standard package on every computer in the school, *Audacity* is the easiest way to capture a quick audio file to be used in a podcast. Working with Podbean.com, we will create a simple podcast today.

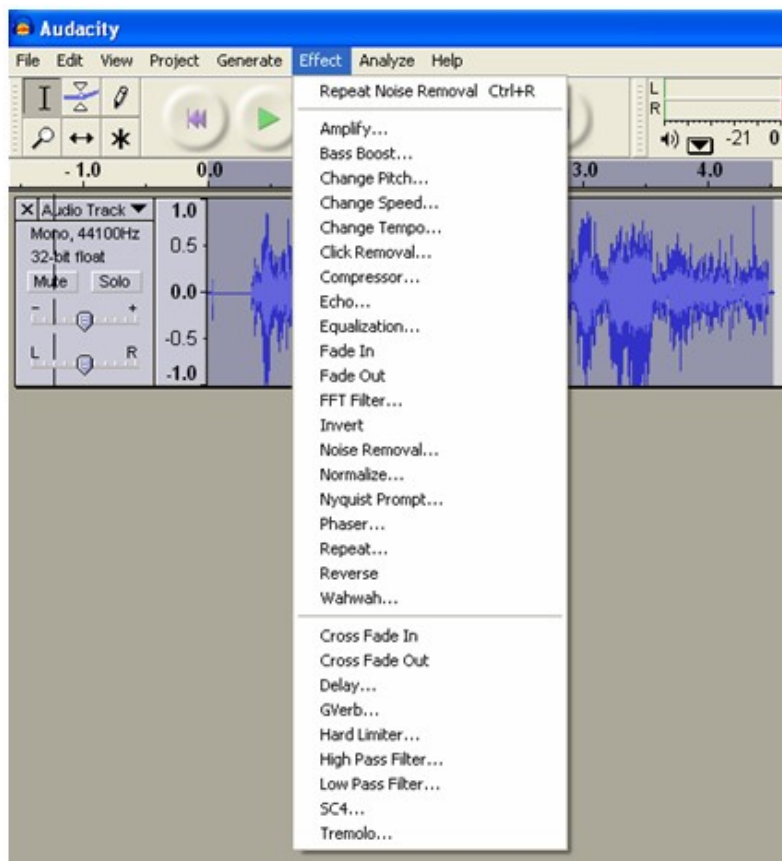


When Audacity opens it looks rather stark. To record, just click the red record button.

Effects

After you have recorded your audio, you can click the effects to add Bass Boost, Reverb, Delay, or to amplify what you recorded. Experiment with all the effects. You can also create more than one track and you can even add music using audio loops from Acid planet.

<http://audacity.sourceforge.net/help/tutorials> has a host of in-depth tutorials.



Export as an MP3

Choose File and click on Export As MP3.

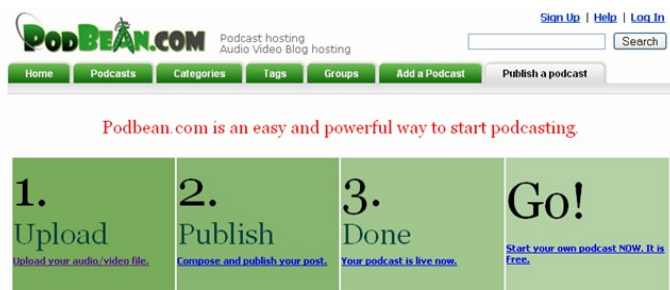
This will allow you to save the audio file to your hard drive. After we do this, we will be able to post it on the web for the students.

Once you finish saving, head on over to Podbean.



Podbean.com: 3 easy steps to publish what you recorded

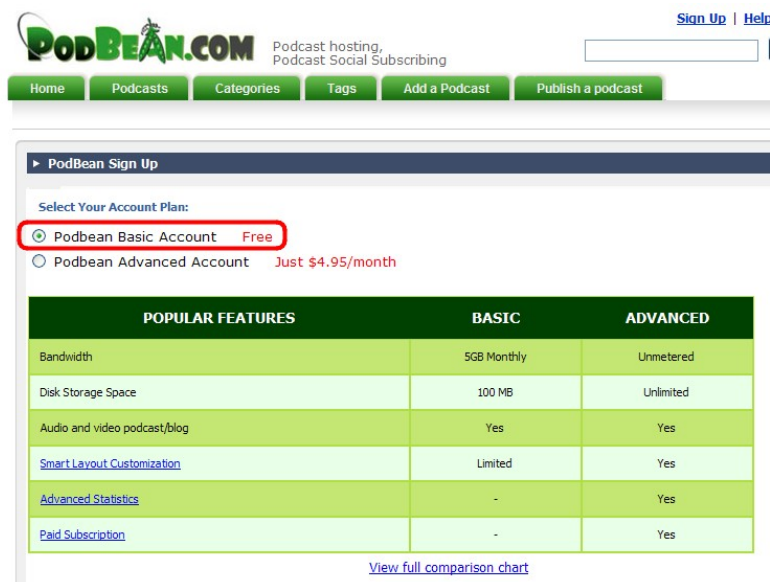
1. Sign up for a Free Account (similar to the process we went through for Google).



Your Account

Select the Free Account

Beyond this choice, there is not much difference between signing up for this account from the others you have signed up for already.



Podbean Sign Up

Select Your Account Plan:

☒ Podbean Basic Account **Free**

☐ Podbean Advanced Account **Just \$4.95/month**

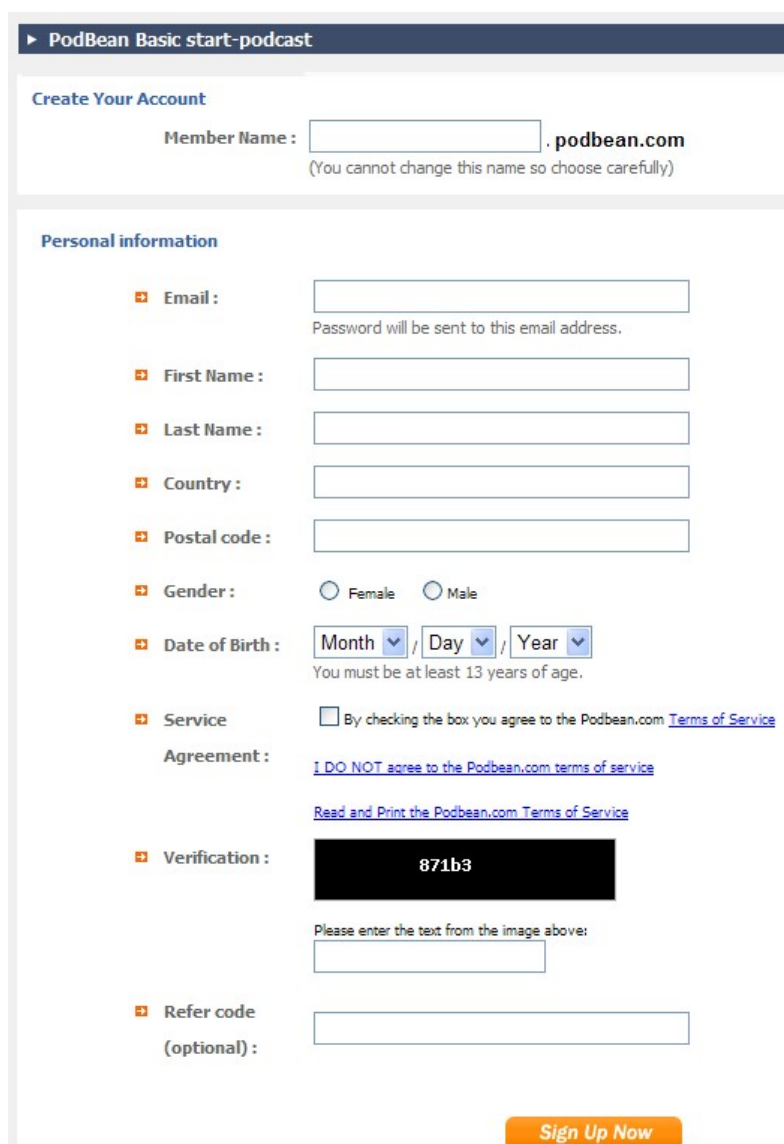
POPULAR FEATURES	BASIC	ADVANCED
Bandwidth	5GB Monthly	Unmetered
Disk Storage Space	100 MB	Unlimited
Audio and video podcast/blog	Yes	Yes
Smart Layout Customization	Limited	Yes
Advanced Statistics	-	Yes
Paid Subscription	-	Yes

[View full comparison chart](#)

Registration

Registration is pretty straightforward as in Google.

Whereas in Google I was "agiorgi@nhsd.org" for my login to all services and used "mrgiorgi" for my Blogger web address, in Podbean I am simply "mrgiorgi" for my Podbean page.



Podbean Basic start-podcast

Create Your Account

Member Name : .podbean.com
(You cannot change this name so choose carefully)

Personal information

Email :
Password will be sent to this email address.

First Name :

Last Name :

Country :

Postal code :

Gender : ☐ Female ☐ Male

Date of Birth : / /
You must be at least 13 years of age.

Service Agreement : ☐ By checking the box you agree to the Podbean.com [Terms of Service](#)
[I DO NOT agree to the Podbean.com terms of service](#)
[Read and Print the Podbean.com Terms of Service](#)

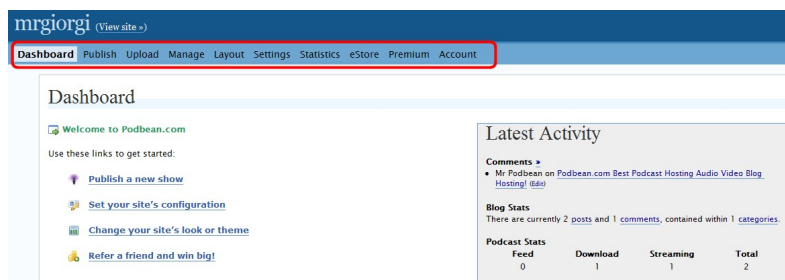
Verification : 871b3
Please enter the text from the image above:

Refer code (optional) :

[Sign Up Now](#)

A familiar friend

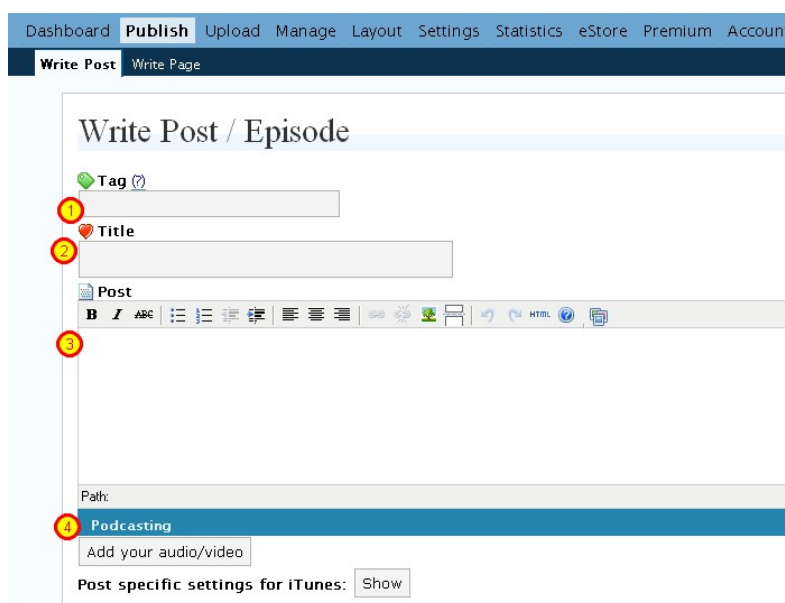
Just like Blogger, we have a Dashboard. From here you can click the header links (inside the square) and see every aspect of your site.



Publish: Write Post

Write Post under the Publish link works similar to the posting app in Blogger. This is where you might have an entry describing your podcast, encouraging the visitor to listen to it.

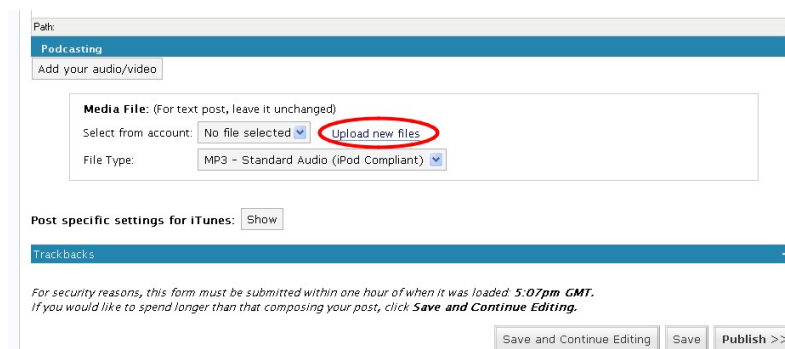
1. Tags allow you to label your show
2. Title: Give the post a title
3. Post: The actual message you want to communicate
4. Podcasting is conveniently located under your text post. If you just want to post a plain text blog you can ignore; however, we are going to upload a file in the next example.



Upload a Podcast File

1. Click on Upload New Files.

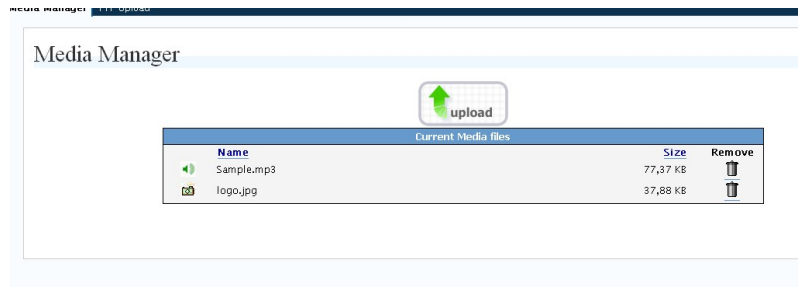
This will open the Media Manager Window (Note: we can also get here by clicking on the Upload link at the top of the page)



Media Manager Window

This window displays your available files and allows you to add files via the upload button.

Click on "Upload"

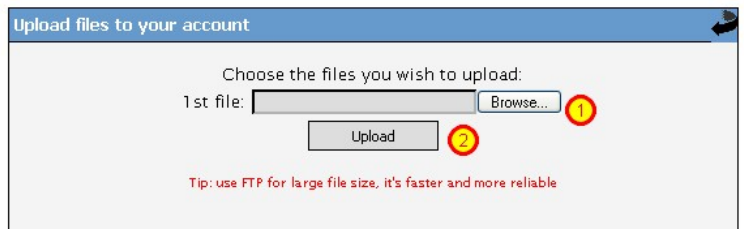


Upload Window

1. Click Browse to select the file you want from your hard drive.
2. Click on Upload. When the computer finished processing the request, you will be able to choose that file back on the page where we were writing our post.

Upload Tips

- Uploads will usually take 1–3 minutes per MB on a high-speed connection.
- Make sure your file type is supported (see [Supported File Types](#)).
- Files are limited to 30 MB. For larger size, use [FTP Uploading](#).

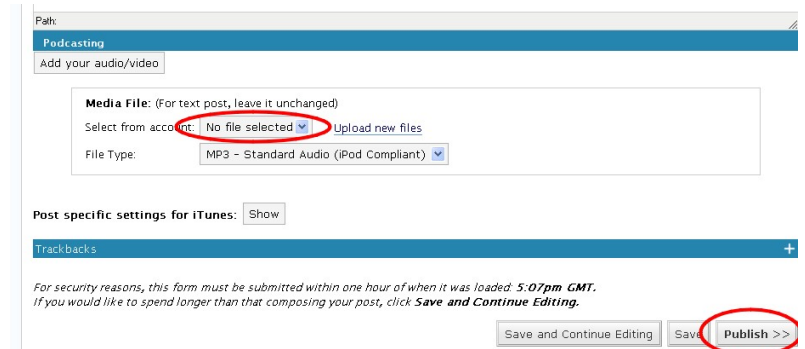


Attach a Podcast file to your post

Now that we have uploaded files to our account, we can attach them to our posts.

To attach an audio file to your post:

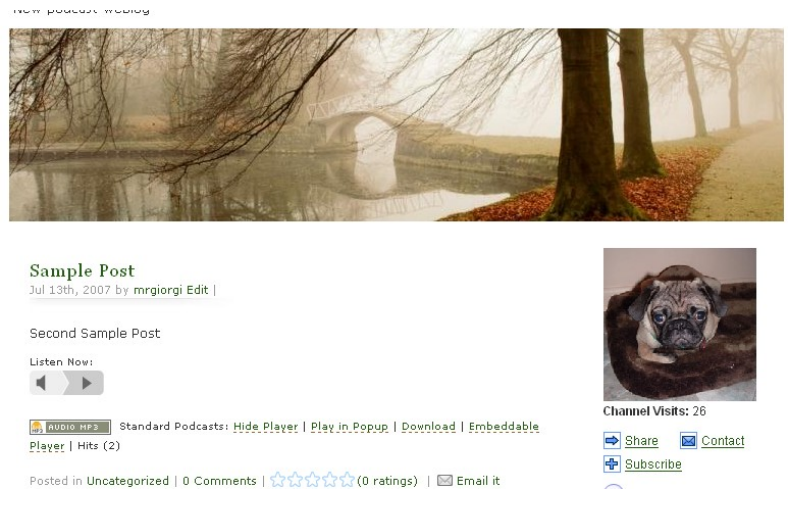
1. Select it from the drop down list.
2. Click Publish



View the Site

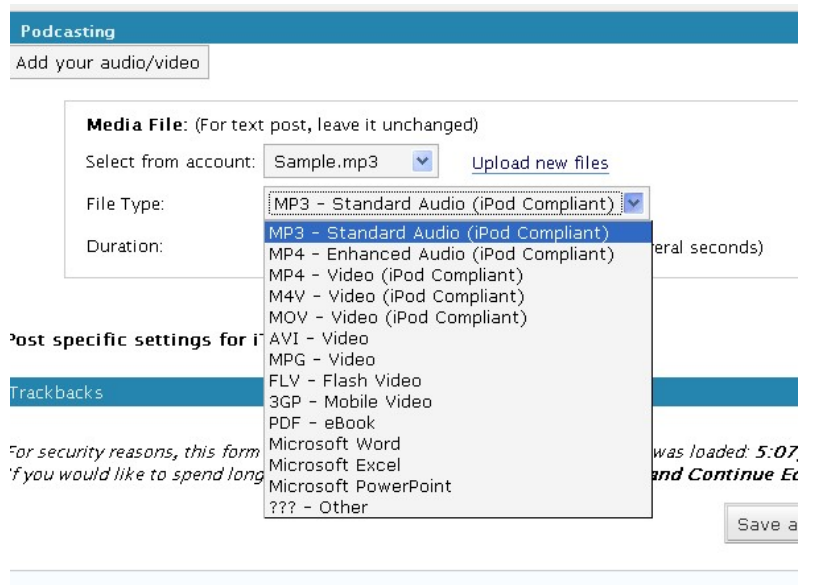
1. Sample Post is there and can be read
2. Podcast can be played in one click

Note: Let's go back and look at other file types we can upload.



Other Formats

Note that you are not limited to just audio Podcasts, you can also upload video, Microsoft Office documents and PDF documents

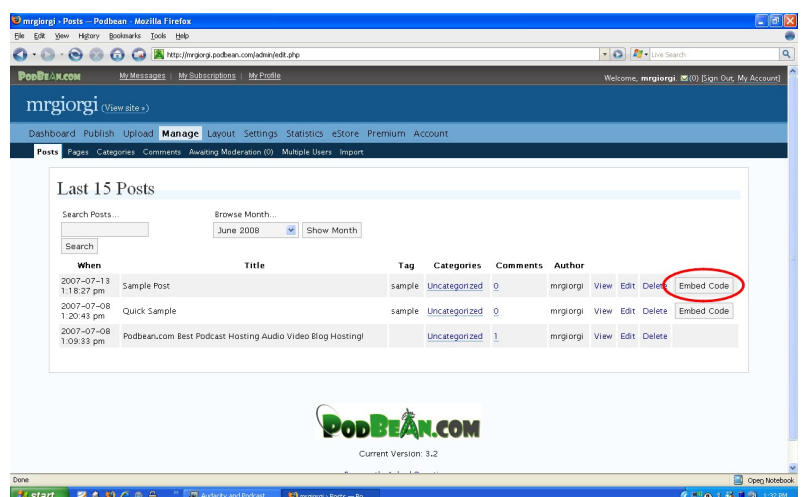


Manage Window

Just like Blogger there is a management window where you can edit and delete posts.

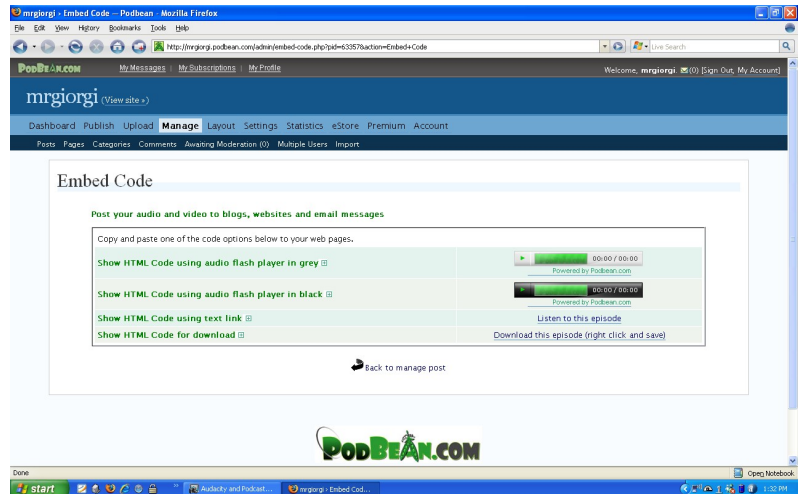
Important for us, since we already have a blog is the "Embed Code" button (circled)

Click the Embed Code button



Challenge Exercise...

How would you embed your podcast on your page?



Did you get this?

